

EMPLOYEE:

CLAIM #



Job Analysis Form

ALTERNATE FORMAT AVAILABLE

JOB TITLE Supervising Pharmacist

JOB CLASSIFICATION Supervising Pharmacist

DOT TITLE Pharmacist

DOT NUMBER 074.161-010

DEPARTMENT Public Health

DIVISION Community Health Services

OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE 2

CONTACT'S NAME & TITLE Dean Webb

CONTACT'S PHONE 206-296-8287

ADDRESS OF WORKSITE

2124 4th Avenue
Seattle, WA 98133

10501 Meridian Ave N.
Seattle, WA 98112

4400 37th Ave S.
Seattle, WA 98118

KCCF
500 5th Avenue
Seattle, WA 98104

Regional Justice Center
620 West James Street
Kent, Washington 98032

VRC NAME Kyle Pletz

DATE COMPLETED 1/7/04

VRC NAME Jeff Casem

DATE REVISED 05/22/08

WORK HOURS

Variable hours, 40/week.

OVERTIME (Note: Overtime requirements may change at the employer's discretion)
Required, in accordance with episodic business demand. This is an exempt position

JOB DESCRIPTION Supervises the work of assigned staff and coordinates pharmaceutical services for the Seattle/King County Department of Public Health at various sites including Public Health clinics, Jail Health Services Pharmacies, and the Pharmacy Warehouse.

ESSENTIAL ABILITIES FOR ALL KING COUNTY JOB CLASSIFICATIONS

1. Ability to demonstrate predictable, reliable, and timely attendance.
2. Ability to follow written and verbal directions and to complete assigned tasks on schedule.
3. Ability to read, write & communicate in English and understand basic math.
4. Ability to learn from directions, observations, and mistakes, and apply procedures using good judgment.
5. Ability to work independently or part of a team; ability to interact appropriately with others.

6. Ability to work with supervision, receiving instructions/feedback, coaching/counseling and/or action/discipline.

JOB SPECIFIC REQUIREMENTS

Must possess a current and valid Washington State Board of Pharmacy Pharmacist license. Must have knowledge of disease states, therapeutic use of drugs, clinically significant drug interactions, adverse drug reactions and their interrelatedness, inventory control procedures and practices, Washington State laws and regulations regarding the practice of pharmacy, supervisory techniques and principles, medication storage and shipping requirements for product stability, and legal requirements for pharmacy wholesalers relating to re-packaging and returns for credit of medications. Must possess mathematic calculation skills for determining weight and strength of solutions for compounding. Must have organization skills, communication skills (oral and written), analytical skills, problem-solving skills and presentation skills. Must have skill in working in a team environment as well as skill in data entry and basic computer usage.

ESSENTIAL FUNCTIONS

1. Oversee the daily operations of a specific pharmacy site. Responsibilities include the preparation and dispensing of prescriptions to patients, counseling patients and medical providers regarding the nature and use of drugs, maintaining paper and automated records of prescriptions by individual recipient, and assuring adequate staffing.
2. Assure the pharmacy is operating in accordance with all federal, state and Public Health policies and procedures and that the pharmacy is able to pass a Washington State Board of Pharmacy inspection.
3. Maintain inventory control and monitor purchasing, receiving, stocking and return/recall of all drugs and pharmacy supplies through the use of an automated reporting system.
4. Participate in comprehensive quality improvement activities and drug use management programs as directed by the Chief of Pharmacy.
5. Provide comprehensive quality improvement services to all health facilities by ensuring formal oversight, providing drug use management programs and participating in department-wide activities.
6. Supervise assigned staff by performing the full scope of supervisory responsibilities such as hiring, training, performance evaluations and disciplinary actions.
7. Dispense prescriptions and maintain paper and automated records of prescriptions by individual recipient.
8. Monitor drug therapy by evaluating patient medical history, clinically significant drug interactions, adverse reactions, therapeutic duplications, drug dosage and compliance with prescription order.
9. Provide drug education to patients and health care providers.
10. Act as preceptor for pharmacy students.
11. Fill orders for drugs and vaccines requested by Seattle/King County clinics and other health facilities.
12. Re-package and label prescribed medications for health clinics as required.

13. Maintain and monitor records for credits, returns and outdated drugs from health facilities and return outdated merchandise and recalled drugs to manufacturers.

NON-ESSENTIAL FUNCTIONS

Participate in various committees.

PERSONAL PROTECTIVE EQUIPMENT USED

None identified.

OTHER TOOLS & EQUIPMENT USED

Computer, pen, printer, cash register, bottles, prescriptions, phone, refrigerator, freezer, spatula, fax machine, copy machine, label printer, resource books and manuals, stapler, baskets, pill counter, scissors, rubber bands, paper bags and paper clips.

PHYSICAL DEMANDS AS JOB IS TYPICALLY PERFORMED

Continuously = occurs 66-100% of the time

Frequently = occurs 33-66% of the time

Occasionally = occurs 1-33% of the time

Rarely = may occur less than 1% of the time

Never = does not ever occur (such demands are not listed)

Highly Repetitive = Repeating the same motion every few seconds with little or no variation for more than two hours total per day.

This job is classified as

Light—exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently and/or a negligible amount of force constantly. A job is light if involves less than or up to the indicated pounds of force and one or more of the following apply; walking and standing to a significant degree, sitting and pushing/pulling of arm or leg controls, or constant pushing and pulling to maintain a production rate even when weight is negligible.

Standing

Health Care Provider initials if restricted_____

Occasionally on flat linoleum, carpet and anti-fatigue mat surfaces for up to 30 minutes at a time for up to 5 hours total in a work shift. Most commonly occurs while distributing medications, stocking shelves, counting meds and speaking with patients at the window.

Walking

Health Care Provider initials if restricted_____

Continuously & Highly Repetitive on flat linoleum, carpet and anti-fatigue mat surfaces for distances of up to 40 feet for up to 1 minute at a time for up to 6 hours total in a work shift. Most commonly occurs while traversing throughout the work area, walking to and from the refrigerator and freezer, walking to and from the clinic area on the second floor and waling between the workstation and the front counter.

Sitting

Health Care Provider initials if restricted_____

Occasionally on an office chair for up to 30 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs while performing computer duties and processing refills.

Climbing stairs

Health Care Provider initials if restricted_____

Occasionally for up to 3 minutes at a time while climbing 3 flights for up to 12 minutes total in a work shift. Most commonly occurs while using the stairs to walk between the pharmacy area and the work clinic. An elevator is available to avoid stair climbing.

Climbing

Health Care Provider initials if restricted_____

Rarely on a stepstool to heights of up to 1 foot for up to 1 second at a time for up to 5 seconds total in a work shift. Most commonly occurs while using a stepstool to reach items on the upper shelves.

Balancing

Health Care Provider initials if restricted_____

Rarely on a stepstool to heights of up to 1 foot for up to 10 seconds at a time for up to 1 minute total in a work shift. Most commonly occurs while using a stepstool to reach items on the upper shelves.

Bending neck up

Health Care Provider initials if restricted_____

Occasionally for up to 10 seconds at a time for up to 20 minutes total in a work shift. Most commonly occurs while finding and reaching for medications on upper shelves.

Bending neck down

Health Care Provider initials if restricted_____

Occasionally for up to 10 seconds at a time for up to 15 minutes total in a work shift. Most commonly occurs while obtaining vials for medications, obtaining medications on lower shelves and looking through file drawers.

Bending/Stooping

Health Care Provider initials if restricted_____

Occasionally for up to 10 seconds at a time for up to 15 minutes total in a work shift. Most commonly occurs while obtaining vials for medications, obtaining medications on lower shelves and looking through file drawers. The employee can alternate bending/stooping with kneeling or squatting as needed.

Kneeling

Health Care Provider initials if restricted_____

Rarely for up to 3 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs while obtaining medications on lower shelves as well as stocking medications on lower shelves. The employee can alternate kneeling with bending/stooping or squatting as needed.

Squatting

Health Care Provider initials if restricted_____

Rarely for up to 3 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs while obtaining medications on lower shelves as well as stocking medications on lower shelves. The employee can alternate squatting with bending/stooping or kneeling as needed.

Reaching above shoulder height

Health Care Provider initials if restricted_____

Occasionally for up to 20 seconds at a time for up to 15 minutes total in a work shift while reaching for and stocking medications on upper shelves.

Reaching at waist to shoulder height

Health Care Provider initials if restricted _____

Continuously for up to 30 minutes at a time for up to 5 hours total in a work shift while counting pills, using the cash register, using the computer while standing, writing and labeling vials.

Reaching at knee to waist height

Health Care Provider initials if restricted _____

Occasionally for up to 10 seconds at a time for up to 15 minutes total in a work shift. Most commonly occurs while obtaining vials for medications, obtaining medications on lower shelves and looking through file drawers.

Reaching at floor to knee height

Health Care Provider initials if restricted _____

Rarely for up to 3 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs while obtaining medications on lower shelves as well as stocking medications on lower shelves.

Lifting 1-10 pounds

Health Care Provider initials if restricted _____

Rarely for up to 10 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs with weights of 1-7 pounds at waist to shoulder height while unpacking medications as well as manipulating large vials, bags of prescriptions, boxes of medications and patient files.

Carrying 1-10- pounds

Health Care Provider initials if restricted _____

Rarely for distances of up to 40 feet for up to 1 minute at a time for up to 5 minutes total in a work shift. Most commonly occurs with weights of 1-7 pounds while moving bags of prescriptions to the front counter, stocking medications and retrieving returned prescriptions.

Lifting 11-20 pounds

Health Care Provider initials if restricted _____

Rarely for up to 10 seconds at a time for up to 30 seconds total in a work shift. Most commonly occurs with weights of 15-20 pounds while emptying the shred bin as well as moving a box of expired medications, incoming medications or prescription records.

Carrying 11-20 pounds

Health Care Provider initials if restricted _____

Rarely for distances up to 10 feet for up to 10 seconds at a time for up to 30 seconds total in a work shift. Most commonly occurs with weights of 15-20 pounds while emptying the shred bin as well as moving a box of expired medications, incoming medications or prescription records.

Pushing and Pulling

Health Care Provider initials if restricted _____

Rarely for distances of up to 10 feet for up to 10 seconds at a time with a force of up to 10 pounds for while moving a box of medications as well as opening and closing drawers.

Handling

Health Care Provider initials if restricted _____

Occasionally for up to 30 seconds at a time for up to 10 minutes total in a work shift while using a stapler, labeling bottles as well as manipulating large bottles of medications, basket of medications and opening and closing drawers.

Operating Controls with Hands

Health Care Provider initials if restricted _____

Rarely for up to 2 minutes at a time for up to 2 minutes total in a work shift while using a computer mouse to research medications.

Fingering

Health Care Provider initials if restricted _____

Continuously for up to 1 hour at a time for up to 6 hours total in a work shift while manipulating medications, prescriptions, spatula documents and vials as well as performing computer duties, opening and closing med containers and using rubber bands.

Talking

Health Care Provider initials if restricted _____

Frequently for up to 5 minutes at a time for up to 4 hours in a work shift while conversing with providers and co-workers as well as counseling patients.

Hearing

Health Care Provider initials if restricted _____

Frequently for up to 5 minutes at a time for up to 4 hours in a work shift while conversing with providers and co-workers as well as counseling patients.

Seeing

Health Care Provider initials if restricted _____

Continuously for up to 2.5 hours at a time for up to 8 hours total in a work shift while performing computer duties, reading prescriptions, filling prescriptions and stocking medications.

ENVIRONMENTAL FACTORS

Work is performed in a pharmaceutical setting within a public health facility. The employee is exposed to the general public, potentially contagious or infectious conditions and potentially hostile persons.

The noise level is

Approximately 40 decibels. The noise is caused by patients.

HCP Initials if Restricted

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Work environment may include the following exposure(s):

Outside weather: Rare

Odors: Rare

Dusts: Rare

Vibration: Rare

HCP Initials if Restricted

POTENTIAL MODIFICATIONS TO JOB

New anti fatigue mats to increase comfort during extended durations of standing.

SIGNATURES

Signatures on this page are obtained before the document becomes available for use and are not required each time the document is reused. Obtained signatures are kept on file at King County Safety & Claims. The Health Care Provider signature section is separate and appears on the following page.

Printed name & title of VRC evaluator

Signature of VRC evaluator

Date

Printed name & title of contact

Signature of contact

Date

Printed name & title of employee

Signature of employee

Date

HEALTH CARE PROVIDER SECTION
Check all that apply

- ☐ The employee is released to perform the described duties without restrictions on performance or work hours as of _____.
- ☐ The employee is released to perform the described duties on a reduced schedule as of _____. The recommended schedule is:

☐ Temporary until _____ ☐ Permanent as of _____
- ☐ The employee is released to perform the described job with the following modifications:

☐ Temporary until _____ ☐ Permanent as of _____
- ☐ The employee is not released to perform the described duties due to the following job functions:

☐ Temporary until _____ ☐ Permanent effective _____
- ☐ The employee is unable to work in any capacity.
A release to work is: ☐ anticipated by _____ ☐ Not expected

The limitations are due to the following objective medical findings:

Printed or typed name and phone number of Health Care Provider

Signature of Health Care Provider

Date